

Internship Opportunities at the Johnstown Area Heritage Association

Education, Collections Marketing, Development, and Exhibitions Departments

The Johnstown Area Heritage Association (JAHA) offers internships (unpaid) year-round to students enrolled in undergraduate and graduate programs who wish to gain professional experience in various fields including history, elementary/secondary education, archival management, library science, and museum studies. For a three credit-hour internship, students are expected to commit to 120 hours per semester, unless the required hours of the college or university from which he/she is receiving credit are greater. One, two, or non-credit internships are also available, and hour requirements will be determined by university guidelines or the mutual agreement of the site supervisor and intern, respectively. Interns should have an interest in American history, museum studies or education, material culture, archival management, library science, marketing or public relations. Interns should be able to spend at least six to eight hours a week on assigned tasks.

Internship Options

Applicants are asked to indicate their levels of interest in the following program areas. If not stated below, specific project topics and/or subject areas will be addressed during the internship interview. While the applicant's preferences are one of the greatest factors in assigning projects, the needs and priorities of the museum ultimately determine the direction of the internship. All relevant training for assigned duties will be conducted on-site by the internship site supervisor.

- **Archival and Museum Collections Processing**

Assists in archives and museum collections (artifacts) management and care. Possible archival assignments include introductory-level archival processing and preservation work, conducting research, preparing box lists for collections, developing or editing finding aids, conducting surveys and inventories of collections, assessing preservation needs, and responding to research requests of the public. Possible museum collections assignments include preparing descriptive and technical documentation, cataloging/database entry, assisting with special projects such as object display for exhibitions, assessing preservation needs, and responding to research requests of the public. Prior knowledge of above tasks is not required; all tasks will include onsite training. *Lifting up to 20 lbs. is necessary.*

- **Exhibition Planning**

Assists in temporary or permanent exhibition development. Possible assignments include conducting research projects, developing exhibition interpretive plans, object list development, image permissions research, transcribing oral histories, letters, and diaries, public programs planning, responding to research requests of the public, and in some cases, exhibition installation. *Lifting up to 20 lbs. is necessary.*

- **History Education**

Supports the Visitor Services, Education and Exhibitions Departments by assisting with museum visitor programs, events, and tours. Possible assignments include researching and implementing educational history programs for students, developing lesson plans and assigning Common Core standards, working with the museum Curator to plan exhibitions for student audiences, working with the museum Director of Marketing and Graphic Designer to publicize programs and events, and writing event descriptions/copy for promotion. *Child Abuse History Clearance and Pennsylvania State Police Criminal History Check (or relevant state criminal history for out-of-state residents) required.*

- **Digital Projects**

Supports digitization initiatives to increase access to collections. Possible assignments include scanning and digital curation, assisting with design and user experience research, creating meta-data for digital photographs and documents, responding to research inquiries of the public, and drafting /editing collections-related copy for online postings.

- **Public Relations and Development**

Supports the Director of Marketing and Development Officer in developing and/or implementing new media projects, promoting exhibitions and historic sites' public awareness, developing or aiding in the implementation of events and programs, and aiding in fundraising campaigns. Projects include, but are not limited to, developing social media content, drafting press releases, conducting prospect research related to individuals and foundations, and assignments associated with fundraising. *Experience with Photoshop & Illustrator preferred. Child Abuse History Clearance and Pennsylvania State Police Criminal History Check (or relevant state criminal history for out-of-state residents) may be required if assisting with programs and events.*

How to apply

Applicants for internships must submit the following materials:

1. Cover letter which addresses the types of internships above in order by your level of interest and how an internship at JAHA will advance the applicant's career and/or academic goals
2. Résumé which includes the applicant's educational background and work/volunteer experience
3. Names and email addresses of two references, preferably those who can assess the applicant's academic abilities but personal recommendations will also be considered

Submit all application materials to:

Kaytlin Sumner, Museum Curator
ksumner@jaha.org
(814) 539-1889, ext. 314